

PROCEDURE FOR VOLUNTEER CLEARANCES

The school requires that all new volunteers have, **on file prior to being in contact with children** (anyone under the age of 18), a clearance from the PA Department of Child Welfare and the PA State Police.

1. The State police clearance can be obtained from the "PATCH" system at: epatch.state.pa.us/. There is no longer a charge for this. Simply select "Submit a new record check". If there is no record, you will be able to print the PSP Certificate immediately. We suggest you print at least 3 copies. It is important that you keep a record of the control number in the event you need to print this document at some other time.

2. The PA Child Abuse History Clearance can now be obtained online by going to www.compass.state.pa.us/cwis/public/home. They will then mail you your DPW certificate.

3. Volunteers must complete the on-line training program.
 - a) Go to www.safeyouth.hbgdiocese.org
 - b) Register and follow all instructions
 - c) It will take approximately 3 hours to complete
 - d) When you are finished, print out the "Certificate of Completion"

4. Bring the **PSP certificate**, the **DPW certificate**, the **Certificate of Completion** to the school office. You will then fill out and sign the new **Disclosure form**. All forms will then be forwarded to the Diocese of Harrisburg. At this point, you will be able to start volunteering.

5. Volunteers who have **not lived in the state of Pennsylvania for at least 10 years** must also apply for the FBI clearance which includes fingerprinting.

To do so, you must first register with COGENT Systems prior to going for fingerprints. This can be done at http://pacogentid.3m.com/index_pdeNew.htm or by phone Monday thru Friday, 8:00 am – 6:00 pm @ 1-888-439-2486. The FEE is \$24.25 and can be paid online using a credit or debit card.

You must then visit a Fingerprinting Service Site. Fingerprinting may be done at the following locations:

UPS Store #3
2159 White St.
York, PA 17404
717-852-8029
Mon. – Fri.
7:30 am – 6:00 pm

York Learning Center
300 East 7th Ave.
York, PA 17404
Mon., Tues., Wed.
10:00 am – 4:00 pm

UPS Store #3413
Stone Mill Plaza
1390 Columbia Ave.
Lancaster, PA 17603
717-299-9269
Mon. – Fri.
9:00 am – 5:00 pm
Sat. 9:00 am – 3:00 pm

Transition Control Number (TCN) is brought back to the school office and is forwarded to the Diocese along with the other clearance certificates.

Please keep in mind that you will not be permitted to volunteer in the school until the above process has been completed and your clearance certificates are presented to the St. Patrick Catholic School office, and forwarded to the Diocese.